When initiating an Additional Employment request, complete the following steps.

1) Complete the Additional Employment Wage-Hour Documentation to determine if the rate of pay for the request is an hourly rate or a flat rate of pay.

2) Complete the Payroll Budget Codes for Temporary Appointments and Additional Employments form by circling the Account Number and Center. (If funds are from Foundation or SCSSI, also indicate the account number at the bottom of this form.)

3) Complete the Additional Employment Request and Justification form.
   a. Identify on this form the rate of pay as identified on the Wage-Hour Documentation. Contact Human Resources to determine the actual hourly or flat rate of pay based on the work being performed.
   b. Identify the Payroll Budget Code as identified on the Payroll Budget Codes for Temporary Appointments and Additional Employments form.
   c. Have the Conditions of Employment form signed by the employee prior to submitting the request to Human Resources for approval.
   d. If the employee is a relative of any employee in the requesting department, complete an Anti-Nepotism Certification.
   e. Attach a justification of the work to be done and identify the knowledge, skills or experience needed to accomplish the assignment.

4) Complete the top section of the Conditions of Employment form and identify the appropriate rate of pay in #1. The Conditions of Employment is to be read and signed by the employee. The supervisor of the requesting department also signs. (Upon the request of the department, Human Resources will meet with the employee to explain the additional employment policy and rate of pay.)

5) Submit the Additional Employment Wage-Hour Documentation, the Additional Employment Request and Justification form, the Conditions of Employment and the Payroll Budget Codes list to Human Resources for approval.

**Timesheets:**

The employee will complete an Additional Employment Timesheet for either hourly rate of pay or flat rate of pay. The timesheet is to be signed by the employee’s direct supervisor and the supervisor of the additional employment. Submit the timesheet to the NCSSM Payroll Office. The timesheet is to be submitted to Payroll by the deadline that is identified on the Monthly Pay Schedule for Permanent Employees.

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